Details Job ID: 346

Title: Real Property Coordinator III Job Code: 1014

Salary: \$2,603.00 (Monthly) **Grade:** 10

Tenured: YES

Job Departments

Administrative Services - Property Accountability

Purpose

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

Required Qualifications

Education: 2 Year Degree in Related Field

Education Substitute: Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS OF EXPERIENCE MUST BE AS A REAL PROPERTY COORDINATOR II

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED

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